



## Position Information Document

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| POSITION TITLE  | Out of School Hours & Vacation Care Assistant Director |
| ESO GRADE       | 4  |
| ESO STREAM      | Early Childhood Education OSHC Stream                  |
| EMPLOYMENT TYPE | Permanent  |
| HOURS PER WEEK  | 26 hours per week                                      |
| WEEKS PER YEAR  | 48 weeks per year                                      |

### Key Working Relationships

- Principal/Deputy Principal (or delegate)
- Director of OSHC/Vacation Care
- OSHC Advisory Committee
- OSHC/Vacation Care and School Staff
- Students and their parents/carers

### BROAD PURPOSE

Under the moderate direction of the Principal/Deputy Principal (or delegate), the OSHC & Vacation Care Assistant Director is responsible for coordinating the activities of OSHC & Vacation Care staff and programs on a day-to-day basis.

### RESPONSIBILITIES

#### Duties include:

- Coordinate and direct the activities of staff in the implementation and evaluation of developmentally appropriate programs.
- Ensure all necessary equipment, materials and other resources are sourced and prepared in advance (as applicable) and are readily available for planned activities each day.

- Undertake the planning, development, implementation and evaluation of developmentally appropriate programs and activities for children attending OSHC/Vacation Care and supervise staff accordingly to ensure quality delivery is achieved.
- Undertake required administrative functions of the OSHC service including timely administration of the Child Care Benefit and similar forms, with assistance from the Director, Principal (or delegate).
- Prepare regular written and verbal information (i.e. excursion information & consent forms, reports, newsletters) about OSHC/Vacation Care activities and service delivery for families and their opportunities for involvement.
- Participate in relevant financial checks and balance systems, as delegated by the Principal (or delegate), including fee collection, recording, receipting and follow-up of outstanding fees.
- With guidance from the Director, Principal (or delegate), prepare and distribute staff rosters in a timely manner, to ensure they meet child:staff ratio requirements.
- In the absence of the Director, Principal (or delegate), be responsible for the day-to-day management of the OSHC/Vacation Care service, including management and compliance with all applicable policies and procedures, the National Quality Standards, and all regulatory and statutory requirements.
- With broad direction from the Director, Principal (or delegate), undertake the purchase, provision, preparation and storage of nutritious and appropriate foods, within regulated hygiene standards.
- Coordinate daily operations including work health and safety, program planning and staff induction and training to ensure a safe environment is maintained for children and staff.
- Participate in relevant risk management strategies, as delegated by the Director, Principal (or delegate), and analyse, design and implement solutions to ensure compliance and duty of care obligations are met.
- Contribute, through the Director, Principal (or delegate), to the development of service policies and procedures.
- Assist in the development of collaborative partnerships between educators, families and support professionals.
- Actively participate in operational, team and performance-related discussions, meetings, and reviews, as required.
- Perform any other reasonable duties as required from time to time by the Director, Principal (or delegate)

#### PERSON SPECIFICATIONS

- Knowledge of and active commitment to the Catholic ethos.
- Demonstrated experience working in an OSHC and/or Vacation Care service and supervising staff, in a comparable work environment and/or role.

- Demonstrated experience designing, implementing, and evaluating developmentally appropriate programs for children, to facilitate and enhance children's development, demonstrate positive behaviour education practices, and support individual children with particular needs.
- Effective (verbal and written) communication and interpersonal skills to communicate effectively with staff, children, and their parents. This includes providing assistance in a positive, respectful, supportive and professional manner.
- High level organisational and time management skills.
- Sound knowledge and skills of, and experience with, undertaking the required administrative and financial functions of an OSHC/Vacation Care service, including familiarity with forms and submission timelines and processes, fee collection processes and other applicable systems and requirements.
- High degree of observation, initiative, and discretion to implement solutions and effectively achieve required work outcomes.
- Computer competency to fulfil the inherent requirements of the role.
- Working knowledge of applicable CESA policies/procedures as well as legislative compliance requirements relating to WHS, Education and Care Services and Child Protection obligations and responsibilities.
- Effective team skills to lead, guide, support and participate.
- Ability to cope effectively and lead (with minimal guidance from the Director, Principal or delegate), in an emergency and/or stressful situation.

## ESSENTIAL REQUIREMENTS

### Experience, Qualifications and Training

- An approved qualification for working with children over preschool age in South Australia as listed on the Australian Children's Education & Care Quality Authority (ACECQA) website.
- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

### SPECIAL CONDITIONS AND ALLOWANCES

- Provide First Aid in an Education and Care Setting
- Current Driver's License

### OTHER CONDITIONS

- Act at all times in accordance with the CESA Code of Conduct;
- Comply with the Work Health & Safety management system and, as a worker, while at work:
  - Take reasonable care for their own health and safety
  - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
  - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers. (Ref: Division 4, Section 28 – SA Work Health and Safety (WHS) Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes